

Clerical Office Group
Office Supervision and Customer Service Series

POLICE RECORDS SUPERVISOR
12/92

Summary

Under direction, supervises unit supervisors overseeing the processing and storage of police records in the Identification and Records section of the Police Department, and performs related duties as required.

Typical Duties

Supervising I.D. and Records units, assures compliance with the Texas Open Records Act, Texas Criminal Laws, Texas Family Code, Texas Motor Vehicle Laws and any appropriate federal statute; prepares materials for court presentation; assures that the proper information is given to information seekers, complainants and officials; reviews officers' daily reports for accuracy and completeness; assures proper distribution of records to other divisions as required; oversees the operation of the graphic storage and retrieval system; and microfilm section.

Enforces personnel rules and regulations, standards of conduct and work attendance; complies with and enforces departmental policies, procedures, rules and regulations; plans, assigns and reviews the work of assigned personnel and evaluates their performance; interviews job applicants and recommends selection; oversees the operation and condition of assigned equipment such as computer terminals, micro-filming equipment, cameras, etc.; requisitions supplies as required; meets with assigned personnel to discuss problems and their solution; develops and delivers training to personnel as needed.

Performs budgetary, personnel and administrative section studies and makes recommendations for modification; organizes and conducts meetings with section personnel or others as required.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and five years experience in automated law enforcement record keeping including one year of experience comparable to a Police Records Unit Supervisor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of police record keeping systems; considerable knowledge of office practices and procedures; considerable knowledge of rules and regulations governing the release of information from records; good knowledge of supervisory practices and procedures.

Ability to plan, assign, coordinate and supervise the work of assigned personnel and evaluate their performance; ability to enforce operational policies and procedures; ability to exercise good judgment and make sound decisions; ability to abide by and enforce established rules, regulations, practices and procedures governing the release of information from records; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to train and develop assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to prepare reports.

Physical Requirements: Must be willing to perform shift work; must pass a rigorous background investigation.

Director of Personnel

Department Head